

Branchburg Basketball Association

Responsibilities of Officers

President (Board Position)

Monthly Time Commitment: Approx. 10 hrs. per month; more in December and March

The President:

- Presides at all regular meetings of the BBA.
- Enforces the Bylaws of the BBA Constitution. He/she also executes the policies established by the club.
- Will act as liaison to the Township Recreation Dept., the Township Committee, School Board and other township youth sports clubs.
- Is responsible for maintaining the gym schedule for In-Town and Travel team practices and game times.
- Should work with the Recreation Dept. to provide coaches with Rutgers certification.

Vice-President (Board Position)

Monthly Time Commitment: Approx. 10 hrs. per month; more in Nov.- Dec. and March.

The Vice President:

- Acts in the absence and/or inability of the President to perform his/her duties as described in the constitution. In those cases, the Vice-President has the same powers and responsibilities as the President.
- Assumes responsibilities delegated by the President.
- Will coordinate the Picture Day schedule and distribute photographer packages to coaches.
- Will coordinate the pre-season meeting with In-town coaches.
- Will coordinate the collection of player evaluations and subsequent distribution of evaluations for next year's drafts.
- Develops and distributes the In-town registration form. The form should be distributed through Branchburg schools and local parochial schools; placed on the website, and placed at the Recreation Dept. s notice should also be placed on the local cable channel and with the Branchburg News.
- Solicits and submits In-town rule changes for membership approval.

Treasurer (Board Position) This position requires some understanding of bookkeeping and financial statement preparation.

Monthly Time Commitment: Approx. 10 hrs. per month; more during March Madness tournament.

The Treasurer:

- Is responsible for the fiscal administration of the BBA. In this capacity, he/she keeps records for the receipt and disbursement of all monies for the BBA, approves all payments and draws checks from allotted funds.
- Will prepare an Annual Budget and provide an 'Actual Budget' report at the monthly BBA meetings. Attached to the report should be a copy of the most recent bank statement to support fund amounts reflected in the monthly report. In developing the Annual Budget, the Treasurer should recommend the In-town registration fee and Travel team fee.

- Is responsible for securing and maintaining tax-exempt status for the BBA.
- Should also provide a financial summary of the March Madness Tournament.
- Is responsible for filing annual tax returns.
- Will obtain Insurance Certification for Travel coaches, as needed.
- Will collect and maintain file of all Coach's Disclosure forms and/or Criminal Background Checks.
- Will handle all insurance claims.

Secretary (Board Position)

Monthly Time Commitment: Approx. 10 hrs. per month; more during March Madness tournament.

The Recording Secretary:

- Is responsible for recording and distributing the minutes of all BBA Club and Board meetings. Minutes are distributed to Board members, attendees, and coaches as soon as possible after the meeting has ended but not before the next scheduled BBA meeting. A copy of the minutes should be made available on the BBA website. Board meeting minutes are distributed to Board members only.
- Coordinates and maintains lists of All position applicants and sets a meeting up with Board members to review and select candidates for positions secure file of all Coach's Disclosure forms and copies of RU certificates.
- Collects and maintains
- Maintains appropriate files, mailing lists and records.
- Maintains all rules and policies adopted by the BBA.
- Maintains a list of all voting members, directors, and committee members and gives notice of meetings.
- Is principally in contact with the President.
- Is responsible for working with the webmaster to update the BBA website. This includes updating the online registration form, and other documents and forms such as In-town rules, Codes of Conduct, Medical Release forms and copies of the monthly meeting minutes. The Recording Secretary will work with the Treasurer to confirm registrations submitted online to checks received.
- Will update and maintain the BBA Annual Calendar
- Will be responsible for answering inquiries to the Association and to the BBA website directly, or should forward any questions to the appropriate member of the Board, as necessary.

Equipment Coordinator (Board Position)

Monthly Time Commitment: Monthly meetings- 2 hrs.; Heavy at the beginning/end of each season

The Equipment Coordinator:

- Is responsible for uniform and equipment vendor selection, pricing, and ongoing vendor relationships. This includes soliciting competitive bids where possible. The Board should determine when competitive bids are required.
- Picks up or arranges pick up the ordered uniforms and distributes them to each Travel coach or Division coordinator.

- Receives all uniform bills, verifies them, approves for payment, and delivers them to the Treasurer for payment.
- works with vendors in selling BBA merchandise,
- Is responsible for ordering equipment at the beginning of the season (September). He/she should submit a proposal to the other Board members when making significant purchases such as the purchasing of a significant number of new basketballs, a new scoreboard, a new storage rack, etc.
- Is responsible for ordering In-town championship and runner-up t shirts or trophies (January); and participation medals or t-shirts for the 2nd grade clinic (December) and leagues that do not have playoffs.
- Is responsible for ordering (in January) and having available the March Madness tournament, t-shirts, trophies and other awards, as determined by the Tournament Committee
- Is responsible for purchasing other basic items such as ice packs, air pumps, first aid kits, and scorebooks as needed throughout the season.
- Distributes and collects any equipment provided to the Travel and In-town teams at the conclusion of the season.
- Is responsible for maintaining equipment and inventory in the Storage shed of all supplies including portable scoreboards.

In-Town Commissioner

(Board Position)

Monthly Time Commitment: Monthly meetings- 2 hrs.; Heavier at the beginning/end of each season

The In-Town Commissioner:

- Is responsible for compiling a list of Division Coordinator and coaching positions and coordinates a meeting of the Board to approve all positions. Solicit assistance for coaches with prospective Division Coordinators.
- Identify and share training materials with coaches and offer training for them.
- Coordinate pre-season draft/meeting with In-Town coaches. Have a Board member attend each draft.
- Develop and maintain the In-Town practice and game schedules.
- Coordinate the collection of player evaluations and subsequent distribution of evaluations at the following year's draft.
- Coordinate with the schools and webmaster to develop and distribute the In-town registration form before Sept. 1. Forms should be distributed through local schools and placed at the Recreation Dept. A notice should also be placed on the local cable channel. The Coordinator will work with the Treasurer to confirm registrations submitted online to checks received.
- Review In-town rules and guidelines with the membership at the General meeting in September for approval and issue an updated set of rules/guidelines at each draft. In-town rules and guidelines are to be posted on the website.

March Madness Travel Tournament Director

(Board Position)

Monthly Time Commitment: Monthly meetings- 2 hrs.; In January, 20 hrs.; Heavier during the tournament.

The Tournament Director:

- Organizes the BBA March Madness Tournament and reviews with the Board & General Membership the general guidelines/rules for the tournament. The organization of

brackets in each grade level division (A and B brackets) is discussed by the general membership in the Pre-draft meetings.

- May request a separate Pre-tournament meeting of the Board and Travel coaches.
- Is responsible for coordinating the activities of the following subcommittees:
 - Concessions (ordering) & Storage (POD)
 - Game schedules and Referees
 - Scheduling of Site Coordinators and Parent Concessions/tickets
 - Scorekeepers
 - Communications & Advertising
 - Sponsorships
- Will work closely with the Equipment Director to supervise the purchasing of trophies and tournament t-shirts.
- Works with the President or other designee to ensure that effective and time-sensitive communications with the Branchburg School District is conducted at all times.
- Communicates with each Travel Head Coach who is responsible for the schedule of his/her division.
- Develops the Tournament flyer, registration form, and Tournament rules.
- Ensures the storage POD is ordered, and that public relations is being conducted.